

MANSFIELD TOWNSHIP COMMITTEE MEETING

September 11, 2019

This is a regular meeting of the Mansfield Township Committee. The notice requirements of the law have been satisfied for this meeting by notice to the Star Gazette and Express Times of the time, date and location thereof. Notice was also posted on the announcement board located in the Municipal Building.

Roll Call: Mr. Hayes, Mr. Farino, Mr. Misertino, Mayor Watters

Salute to the flag was done by all.

APPROVAL OF THE MINUTES:

Mr. Hayes made a motion to approve the Committee Minutes for August 28, 2019, which was seconded by Mr. Farino.

Ayes: Mr. Hayes, Mr. Farino, Mr. Misertino, Mayor Watters

Nays: None

Absent: Mrs. Mora Dillon

Abstain: Mr. Misertino

Mr. Hayes made a motion to approve the minutes from the Executive Session held on August 14, 2019, which was seconded by Mr. Farino.

Ayes: Mr. Hayes, Mr. Farino, Mayor Watters

Nays: None

Absent: Mrs. Mora Dillon

Abstain: Mr. Misertino

Mrs. Mora Dillon entered the meeting at 7:33 pm.

Mr. Hayes made a motion to approve the minutes from the Executive Session held on August 28, 2019, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: None

Abstain: Mr. Misertino

BILL LIST:

Mrs. Mora Dillon made a motion to approve the September 11, 2019 Bill List, which was

seconded by Mr. Hayes.

Ayes: Mr. Hayes, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: None

Abstain: Mr. Misertino, Mr. Farino

CLERK'S REPORT:

Ms. Hrebenak stated that the Township Committee was given a copy of a letter from Warren County that the Crash Data and Road Assessment Report was sent. Ms. Hrebenak stated that the report is in her office if anyone wanted to review it.

Ms. Hrebenak stated that the Rabies Clinic is scheduled to be held on November 16, 2019, between the hours of 11 am - 1 pm at the DPW building, 1710 Route 57.

Ms. Hrebenak stated that the plans for Mt. Bethel Church Phase III have been given to each of the Township Committee members for their review. If anyone has any questions, please let us know.

FINANCE REPORT:

No report – CFO absent.

EMPLOYEES' REPORTS:

Recycling

TREX Bench Program – Mrs. Fascenelli reported that we have collected 139 pounds of plastic film and bags for the program.

Shed Purchase – Mrs. Fascenelli stated that she would like to purchase a shed to store the plastic bags and items for Clean Communities and Recycling. She will coordinate delivery of the plastics with Weis which are currently stored in the stairwell. The shed would be helpful for these along with the yard sale signs and cases of the cloth bags.

Mr. Hayes made a motion to approve the shed that would be purchased with the Clean Communities grant; motion which seconded by Mrs. Mora Dillon.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Nays: None

Absent: None

Abstain: None

Borealis, Pet Valu & TREX – Mrs. Fascenelli also reported that a letter was sent to Borealis and they are very interested in helping us with the TREX Program. Two collection boxes will be delivered to them, and she will coordinate with them for pick up of the bags. A letter also went to Pet Valu and she is awaiting their response.

Road Department

Mt. Bethel Church Parking – Mr. Snyder reported that he believes that a bus stop that had been moved off of the Township's property due to it being a construction site. It seems that the bus stop has been relocated back to this location. Mr. Snyder would like to contact the transportation Coordinator to have the bus stop moved again. Mr. Snyder requested permission to put up posts with a chain and a sign that it's a construction site with no trespassing to eliminate the liability.

Mrs. Mora Dillon made a motion to place posts and chains on the parking lot, which was seconded by Mr. Farino.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Nays: None

Absent: None

Abstain: None

Police Department

Mt. Bethel Church Parking – Detective Sergeant MacDonough spoke to the Township Committee about the parking at Mount Bethel Church situation. He will have an officer speak to the people parking at the church before the posts and chains are installed.

Wal-Mart Incident – Detective Sergeant MacDonough also reported about the incident on Saturday at Wal-Mart where an individual was speaking irrationally. Wal-Mart took proper precautions by calling police. In due caution, the store was shut down and emergency departments responded accordingly.

ENGINEER'S REPORT:

Heiser and Watters Road Grants – Mr. Kastrud reported that he's close to getting all paperwork submitted to the DOT for the grants. The final payment voucher has to be given to Mrs. Mollineaux for change orders to get the last 25 % of the grants.

ADA Compliance – Mr. Kastrud is working on the inventory of all the ramps.

Local Aid – Mr. Kastrud will discuss the local aid with Mrs. Mollineaux for the budget. The costs will be worked out for the anticipated design and construction for next year.

Snyder and Janes Chapel Roads – Mr. Kastrud stated he submitted the applications for these roads for fiscal year 2020.

Road Assessments – Mr. Kastrud stated that tonight’s confirmation of a consultant for the issues on the tax maps will free up time for him and Mr. Snyder to go out and finalize the road assessments.

PUBLIC PORTION:

Mayor Watters opened the floor for the public portion; seeing none the public portion was closed.

RESOLUTIONS:

**TOWNSHIP OF MANSFIELD
COUNTY OF WARREN, STATE OF NEW JERSEY
RESOLUTION 2019-130**

GOVERNING BODY CERTIFICATION OF THE ANNUAL AUDIT

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

WHEREAS, the Annual Report of Audit for the year 2017 has been filed by a Registered Municipal Accountant with the Municipal Clerk pursuant to N.J.S.A. 40A:5-6, and a copy has been received by each member of the governing body; and,

WHEREAS, R.S. 52:27BB-34 authorizes the Local Financial Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and,

WHEREAS, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall by resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled “Comments and Recommendations, and,

WHEREAS, the members of the governing body has personally reviewed as a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled “comments and Recommendations, as evidenced by the group affidavit form of the governing body attached hereto; and,

WHEREAS, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and,

WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board, and

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit:

R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

NOW, THEREFORE BE IT RESOLVED, That the Township Committee of the Township of Mansfield, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

**RESOLUTION 2019-131
TOWNSHIP OF MANSFIELD
WARREN COUNTY, NEW JERSEY**

**RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN AND STATE OF NEW JERSEY
AUTHORIZING THE APPOINTMENT OF IZENBERG APPRAISAL ASSOCIATES TO ASSIST THE TOWNSHIP
WITH TAX APPEALS FILED IN THE TAX COURT OF NEW JERSEY**

WHEREAS, the Township Tax Assessor has recommended that the Township of Mansfield retain professional real estate appraisal and consulting services to assist the Township of Mansfield with outstanding tax appeal matters in the Tax Court of New Jersey; and

WHEREAS, the Chief Financial Officer has certified as to the availability of funds for these services, said funds to be encumbered from account number 9-01-20-150-0000-4121 in the amount of 12,000.00.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield that Izenberg Appraisal Associates be appointed for 2019.

**RESOLUTION NO. 2019-132
OF THE TOWNSHIP COMMITTEE OF
THE TOWNSHIP OF MANSFIELD**

*Resolution of the Township of Mansfield, County of Warren and State of New Jersey,
Authorizing the Award of a Non-Fair and Open Professional Service Contract for Position of
Tax Office Consultant*

WHEREAS, the Township of Mansfield has a need to appoint a Tax Office Consultant as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

WHEREAS, the Local Public Contracts law (N.J.S.A. 40A:11-1, et. seq) requires that the Resolution authorizing the award of contracts for Professional Services without competitive bids and the contract itself must be awarded for public inspection; and

WHEREAS, the term of this contract for this service is from September 11, 2019 through December 31, 2019; and

WHEREAS, Hickory Road, LLC, 37 Broadway, Florham Park, New Jersey will provide tax consultant services including but not limited to reviewing the tax office files with respect to properties with liens, foreclosures and assignments as well as properties identified as having the need for clarification or corrections; and

WHEREAS, Hickory Road, LLC will report, in writing, to both the Township Committee and the Tax Collector on a monthly basis of the findings and recommendations of the review and make corrections as necessary; and

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey authorizes the Mayor and Township Clerk to enter into a contract with Hickory Road, LLC as described herein to the satisfaction of the Township Committee; and

BE IT FURTHER RESOLVED, that the contract, resolution and other pertinent documents shall remain on file in the office of the Township Clerk; and

BE IT FURTHER RESOLVED that a notice of this action shall be printed once in the Township's legal newspaper.

RESOLUTION 2019-133

RESOLUTION FOR CORRECTIVE ACTION PLAN FOR 2017 AUDIT REPORT OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY

WHEREAS, Local Finance Notice #92-15 issued July 8, 1992, requires that all municipalities prepare and submit a Corrective Action plan as part of their annual audit process and in accordance with OMB Circulars and #92-15, and

WHEREAS, the resolution is submitted to the Division of Local Government Services, Department of Community Affairs and placed on file with the clerk sixty (60) days from the date the audit was received by the governing body, and

WHEREAS, the audit report was received on August 28, 2019, and

WHEREAS, this corrective action plan resolution has been prepared by the Chief Financial Officer and approved by the governing body of the Township,

WHEREAS, Donna Mollineaux, Chief Financial Officer, has prepared a corrective action plan for findings in the 2018 Audit Report of the Township of Mansfield, County of Warren, State of New Jersey, and

WHEREAS, the Chief Financial Officer has provided the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey, with a copy of this corrective action plan, and

WHEREAS, the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey, have reviewed the findings and the corrective actions of this plan,

NOW, THEREFORE BE IT RESOLVED, that the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey approve the corrective action plan and that the Consultant for the Finance Office of the Township of Mansfield, County of Warren, State of New Jersey, is hereby directed to carry out the Corrective Action Plan for the 2018 Audit Report and have a copy of this resolution forwarded to the Department of Community Affairs.

RESOLUTION APPROVALS:

Mr. Hayes made a motion to approve Resolutions 2019-130 thru 2019-133, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Nays: None

Absent: None

Abstain: None

EXECUTIVE SESSION:

Mr. Lavery stated discussion in Executive Session will include two personnel matters.

Mr. Hayes made a motion to enter into Executive Session at 7:51 pm, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Nays: None

Absent: None

Abstain: None

Return from Executive Session

Roll Call: Mr. Hayes, Mr. Farino, Mr. Misertino, Mayor Watters

Mr. Lavery, Esq. stated they emerged from Executive Session at 8:44 pm, where they discussed two personnel matters and one attorney/client privilege matter.

Mr. Lavery requested a motion to direct the DPW Supervisor to remove trees that are damaging sidewalks on public property as the schedule allows.

Mr. Hayes made a motion to direct the DPW Supervisor to remove trees that are damaging sidewalks on public property as the schedule allows, which was seconded by Mr. Farino.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Nays: None

Absent: None

Abstain: None

Mr. Lavery requested a motion to authorize the reissue of certain medical shots for certain DPW employees.

Mr. Hayes made a motion to approve the reissue of certain medical shots for certain DPW employees, which was seconded by Mr. Farino.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Nays: None

Absent: None

Abstain: None

COMMITTEE PERSON COMMENTS:

Mr. Hayes made a motion to advertise for a court violations clerk position, which was seconded by Mr. Farino.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. Misertino, Mayor Watters

Nays: None

Absent: None

Abstain: None

Mr. Hayes made a motion to adjourn at 8:46 pm.